Job Title: General Maintenance Worker
Reports to: Maintenance Supervisor
Dept./School: Maintenance

Wage/Hour Status: Nonexempt
Pay Grade: 2
Date Revised: 10/10/24

Stipend Offered for Plumbing License-Certification

Primary Purpose:

Perform general maintenance and repair of building structures and their mechanical, electrical, and sanitary systems throughout district. Assist with maintenance of grounds.

Qualifications:

Education/Certification:
Valid Texas driver's license with a good driving record (meets and maintains liability coverage eligibility)

High School diploma or GED
External candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee ($50.20) paid by employee

Special Knowledge/Skills:
Ability to follow verbal and written instructions
Knowledge of basic construction and routine maintenance and repair procedures
Ability to communicate effectively (verbally)
Ability to operate hand and power tools
Ability to work independently

Experience:
Three years experience in general building maintenance (preferred)
Two years experience in electrical or carpentry maintenance (preferred)

Major Responsibilities and Duties:

Maintenance Repair

1. Assist skilled workers with repair and maintenance of district facilities, including repairing woodwork; replacing electrical switches, fixtures, and motors; painting, repairing, and replacing plumbing fixtures and drainage systems; and replacing broken glass.

2. Inspect building exterior and interior, playground equipment, and grounds; perform maintenance and minor repairs.

3. Detect and report needed major repairs on building structures and their systems, including lockers, furniture, and equipment.

4. Complete repairs as requested on work orders or by maintenance supervisor

5. Assist with mowing and detailing of district grounds.

6. Assist with relocation of furnishings, such as desks, tables, chairs, file cabinets, etc.

7. Move, install, assemble, and repair all school furniture and playground equipment as needed.

8. Hang pictures, mirrors, blackboards, bulletin boards, projection screens, towel dispensers, soap dispensers, and other items as required.

9. Install door and window assemblies and hardware, including window glass and screens

10. Install ceiling and flooring materials.

Driving

11. Operate light truck to transport furniture and equipment throughout district

Safety

12. Operate equipment and use tools following establish safety procedures

13. Follow established safety procedures and techniques to perform job duties, including lifting climbing, etc.

14. Correct unsafe conditions in the area and report any condition that are not correctable to the supervisor immediately

15. Maintain tools and equipment and perform preventive maintenance as required

This job description is not intended, and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job.

Supervisory Responsibilities:

None.

Equipment Used:

Power tools (drill, saw. Etc.), hand tools, welder (gas and electric air), concrete mixer, mower, weed trimmer, blower, edger, and garden tools.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Continual walking and standing; frequent heavy lifting and carrying; climbing, stooping, bending, kneeling, and reaching. Work outside and inside. Exposure to extreme temperatures, dust, fumes, and odors. Exposure to mechanical, electrical, and chemical hazards. Work around moving objects or vehicles.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

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Employee Signature Date